

GENERAL ORDERS

No. 1



HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 January 2001

ASSIGNMENT OF FUNCTIONS, RESPONSIBILITIES, AND DUTIES WITHIN THE ARMY SECRETARIAT

1. **Authority and purpose.** The Secretary of the Army, pursuant to United States Code, title 10, section 3013 (10 U.S.C. 3013), as amended, is responsible for and has authority to conduct all affairs of the Department of the Army (DA). This general order assigns to the Under and Assistant Secretaries of the Army; General Counsel (GC); Administrative Assistant (AA); Director of Information Systems for Command, Control, Communications, and Computers (DISC4); The Inspector General (TIG); The Auditor General; Deputy Under Secretaries of the Army; Chief of Legislative Liaison (CLL); Chief of Public Affairs (CPA); and Director, Office of Small and Disadvantaged Business Utilization, functions, responsibilities, and duties pursuant to the authority contained in 10 U.S.C. 3013, 3014, 3015, 3016, 3018, 3019, 3020, and 3022 and 15 U.S.C. 644.

2. **Authority of the Under and Assistant Secretaries of the Army; General Counsel; Administrative Assistant; Director of Information Systems for Command, Control, Communications, and Computers; The Inspector General; The Auditor General; Deputy Under Secretaries of the Army; Chief of Legislative Liaison; Chief of Public Affairs; and the Director, Office of Small and Disadvantaged Business Utilization.** Subject to the direction and control of the Secretary of the Army, the Under and Assistant Secretaries of the Army; the GC; the AA; the DISC4; TIG; The Auditor General; the Deputy Under Secretaries of the Army; the CLL; the CPA; and the Director, Office of Small and Disadvantaged Business Utilization, are hereby authorized and directed to act for the Secretary of the Army within their respective areas of responsibilities as set forth herein, and as further directed by the Secretary. This authority extends not only to actions within the Headquarters, Department of the Army (HQDA), and the remainder of the DA, but also to relationships and transactions with the Office of the Secretary of Defense, the United States Congress, and other governmental and non-governmental organizations and individuals. Officers of the Army shall report to the above named officials regarding matters within their respective fields of responsibility as herein assigned. These above named officials are responsible within their areas of responsibilities for—

- a. Ensuring the operation and efficiency of the DA.
- b. Formulating policies and programs for the DA that are fully consistent with national security objectives and policies established by the President or the Secretary of Defense.
- c. Ensuring the effective and timely implementation of policy, program, and budget decisions and instructions of the President, the Secretary of Defense, and the Secretary of the Army, including planning, programming, budgeting, executing, reviewing, analyzing, and evaluating.
- d. Carrying out the DA functions so as to fulfill, to the maximum extent practicable, the current and future operational requirements of the unified combatant commands.
- e. Establishing and maintaining effective cooperation and coordination between the DA and the Office of the Secretary of Defense, the other military departments and agencies of the Department of Defense (DOD), and other Federal agencies to provide for more effective, efficient, and economical administration and to eliminate duplication.

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- f.* Presenting and justifying the positions of the DA on DOD plans, programs, and policies.
- g.* Developing mobilization and demobilization policies and plans applicable to their offices and assigned functional areas and supporting exercises designed to test mobilization plans.
- h.* Recommending DA positions on Legislative and Executive Branch initiatives.
- i.* Overseeing officer and civilian specialty and career programs and development.
- j.* Reviewing and evaluating internal and external audit reports and directing appropriate action.
- k.* Serving on boards, committees, and other groups and representing the Secretary on matters outside the DA.
- l.* Providing assistance and support, as requested, to TIG and The Auditor General.
- m.* Supervising subordinate offices, agencies, and commands.
- n.* Performing other duties as prescribed by the Secretary of the Army.

3. Under Secretary of the Army. The Under Secretary of the Army is the Secretary's principal civilian assistant and senior advisor on key Army issues. The Under Secretary serves as Acting Secretary in the absence of the Secretary and carries out those responsibilities and functions specifically delegated by the Secretary. The Under Secretary is assigned, but not limited to, responsibility for long-range planning and materiel requirements determination and documentation; total quality management oversight; civic assistance matters for which the Secretary has been designated executive agent; and special programs and activities designated by the Secretary. The Under Secretary provides oversight for Director of Military Support activities and personnel and equipment support related to civilian law enforcement, domestic terrorism, drug interdiction, earthquake and disaster relief, and civil disturbances; and coordinates Secretariat participation on the Crisis Action Team. The Under Secretary serves, with the Secretary, the Chief of Staff, and the Vice Chief of Staff, as a senior member of the Army Resource Board; and serves as the Secretary's senior representative on DOD and interagency committees crossing functional areas.

4. Deputy Under Secretaries of the Army. There are two Deputy Under Secretaries who report to the Secretary of the Army: the Deputy Under Secretary of the Army (International Affairs) (DUSA(IA)) and the Deputy Under Secretary of the Army (Operations Research) (DUSA(OR)).

a. The DUSA(IA) has the sole responsibility within the DA for the international affairs functions of the Army. No other office or entity may be established or designated within the Army to conduct any of the following specified functions:

- (1) Preparing the Army International Affairs Plan to serve as the functional plan for the conduct of Army international affairs.
- (2) Serving as the advocate for international activities throughout the development of The Army Plan.
- (3) Coordinating and overseeing the planning, programming, budgeting, and developing of policy and regulatory guidance for Army international activities, including coordinating, integrating, and providing oversight for specific policy implementation pursuant to the Army International Affairs Plan.
- (4) Representing the Army in international policy matters and serving as the DA liaison on international activities.
- (5) Serving as the Secretary's single executive for and providing export policy oversight of all Army Foreign Military Sales (FMS), armaments cooperation, foreign disclosure, technology transfer, and munitions case processing.

(6) Providing policy oversight and direction to the Deputy Chief of Staff for Intelligence regarding technology transfer and disclosure matters.

(7) Chairing and directing the Technology Transfer Security Assistance Review Panel, which serves as the executive decision authority for Army export control.

(8) Overseeing the development, coordination, and implementation of policy and programs for—

(a) Army involvement with international organizations.

(b) The Army Security Assistance Program, including long-term strategy/FMS business development; oversight and integration of programs with national security and national military objectives; legislation and regulatory compliance; financial planning, implementation and oversight of FMS funding and manpower; integration of training, logistical, acquisition, and industrial base matters; integration of Army Acquisition Executive managed programs in support of FMS into a single program and strategy; and the oversight and preparation of reports on security assistance to the HQDA and higher headquarters.

(c) Weapons systems export policies, including participation in Office of the Secretary of Defense forums concerning the harmonization of arms transfer, national disclosure, and technology transfer policies.

(d) In coordination with the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)), cooperative research, development, and acquisition programs.

(e) Armaments cooperation, including international agreements for cooperative research and development programs, data and information exchange programs, the foreign comparative test program, the scientist and engineer exchange programs, and cooperative production programs; legislation and regulatory compliance; financial planning, implementation and oversight of North Atlantic Treaty Organization (NATO) Research and Development and Armament Group Support funding; and Army representation and support at international forums, including the NATO Army Armaments Group, Senior National Representatives (Army) and the US/Japan Systems and Technology Forum.

(f) Multinational force compatibility, including international standardization and interoperability.

(g) The promotion of democracy and human rights.

(h) Participation in peacekeeping and peace enforcement activities.

(i) The provision of humanitarian assistance and civil-military emergency planning assistance.

(9) In coordination with the Assistant Secretary of the Army (Installations and Environment) (ASA(I&E)), overseeing international logistics and military construction agreements that exclusively support U.S. military forces overseas.

(10) In coordination with the Assistant Secretary of the Army (Civil Works) (ASA(CW)), overseeing the foreign activities of the U.S. Army Corps of Engineers.

(11) Ensuring the establishment of overall requirements, criteria, and procedures for selecting, training, and overseeing all Army personnel engaged in international activities.

(12) Serving as the Secretary's designee for planning, coordinating, overseeing, and executing international commemorative activities.

(13) Serving as the Secretary's designee for planning, coordinating, overseeing, and executing visits by distinguished foreign visitors to HQDA; administrative support to the Corps of Foreign Military Attachés resident in Washington, DC; and foreign protocol support to the Army leadership.

(14) Providing support for international travel of senior Army leaders in which matters concerning international affairs are being addressed.

(15) Ensuring that all international affairs matters needing legal oversight are provided to the GC for review and comment.

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b. The DUSA(OR) has responsibility for—

(1) Managing the Army Study Program, the Model Improvement Program, and the Simulation Technology Program.

(2) Establishing policy for operations research and systems analysis activities for DA analytical support services.

(3) Supporting the Army Systems Acquisition Review Council, Defense Acquisition Board, and similar systems acquisition review committees.

(4) Providing policy and program direction for the Army Officer Operations Research Education Program.

(5) Approving test-related documentation for the DA and forwarding it to the Office of the Secretary of Defense.

(6) Serving as principal DA interface with the Director, Defense Research and Engineering, and the Director, Defense Operational Test and Evaluation.

(7) Providing policy and oversight for Army Contracted Advisory and Assistance Services.

5. Assistant Secretary of the Army (Acquisition, Logistics and Technology). The ASA(ALT) serves, when delegated, as the Army Acquisition Executive, the Senior Procurement Executive, the Science Advisor to the Secretary, and as the senior research and development official for the DA. The ASA(ALT) also has the principal responsibility for all DA matters related to logistics. Among the ASA(ALT)'s responsibilities are—

a. Executing the acquisition function and the acquisition management system of the DA.

b. Advising the Secretary on all matters relating to acquisition and logistics management.

c. Overseeing the logistics management function, including readiness, supply, services, maintenance, transportation, and related automated logistics systems management.

d. Reviewing, in coordination with the DUSA(IA), the security assistance portions of the Army International Affairs Plan to ensure that they are logistically sound and supportable and compatible with the Army's Research, Development, Acquisition, and Industrial Base Programs.

e. Appointing, managing, and evaluating program executive officers and direct-reporting program managers.

f. Managing the Army Acquisition Corps and the Army Acquisition Workforce.

g. Representing the DA on the Defense Acquisition Board, the Nuclear Weapons Council Standing Committee, and the Conventional Systems Committee.

h. Chairing the Army Systems Acquisition Review Council.

i. Exercising the procurement and contracting functions, including exercising the authorities of the agency head for contracting, procurement, and acquisition matters pursuant to laws and regulations; the delegation of contracting authority; and the designation of contracting activities.

j. Providing the Army policy representative to the Defense Acquisition Regulatory Council.

k. Executing the research and development function, including scientific and technical information, domestic transfer, advanced concepts and assessments, basic and applied research, and non-system specific advanced development.

l. Directing the Army Science Board.

m. Administering and overseeing research, development, test, evaluation, and acquisition programs, to include in coordination with the DUSA(IA), the execution of data/information exchange programs, cooperative research and development memoranda of understanding, and participating in international forums concerning the aforementioned subjects.

n. Ensuring the production readiness of weapon systems.

o. Integrating Manpower and Personnel Integration (MANPRINT) and integrated logistics support into the materiel acquisition process.

p. Applying the Defense Standardization and Specification Program.

q. Overseeing the Army Industrial Base and Industrial Preparedness Programs.

- r.* Managing the DA Competition Advocate Program.
- s.* Supporting DA acquisition of space and strategic programs.
- t.* Overseeing the Chemical Demilitarization Program and supervising the Program Manager for Chemical Demilitarization.

6. Assistant Secretary of the Army (Civil Works). The ASA(CW) has the principal responsibility for overall policy direction and supervision of the DA functions relating to all aspects of the civil works program, including all reimbursable work performed on behalf of Federal and non-Federal entities. Among the ASA(CW)'s responsibilities are—

- a.* Managing the DA civil works program for conservation and development of the national water resources, including flood damage reduction, river and harbor navigation, environmental restoration and protection, water supply, shore protection, hydroelectric power, recreation, and related purposes. This includes the following:

- (1) Developing, defending, and directing the execution of the Army Civil Works policy, legislative, and financial programs and budget.

- (2) Developing policy and guidance for and administering the DA regulatory program to protect, restore, and maintain the waters of the United States in the interest of the environment, navigation, and national defense.

- (3) Serving as Congressional liaison on civil works matters, including serving as the DA point of contact for House and Senate Authorization and Appropriations Committees charged with oversight of the DA civil works program.

- (4) Developing policy guidance and conducting oversight for the U.S. Army Corps of Engineers programs in support of other Federal and non-Federal entities, except those activities that are exclusively in support of United States military forces.

- b.* Formulating and overseeing the program and budget of the Arlington National Cemetery and the Soldiers' and Airmen's Home National Cemetery.

- c.* In coordination with the DUSA(IA), developing policy for and directing the foreign activities of the U.S. Army Corps of Engineers, except those foreign activities that are exclusively in support of United States military forces overseas.

7. Assistant Secretary of the Army (Financial Management and Comptroller). The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA(FM&C)) has the principal responsibility for exercising the comptroller functions of the DA, including financial management functions in conformance with 10 U.S.C. 3022; is responsible for all financial management activities and operations for appropriated funds and financial oversight of non-appropriated funds; and advises the Secretary on financial management. Among the ASA(FM&C)'s responsibilities are—

- a.* Directing and managing DA financial management activities and operations.

- b.* Overseeing the Deputy Chief of Staff for Programs for all activities supporting or impacting DA financial management matters.

- c.* Managing the DA Planning, Programming, Budgeting, and Execution System (PPBES), including overseeing Army program development, preparing DA budget estimates, and otherwise carrying out, with respect to the DA, the functions specified for the Comptroller of the Department of Defense in 10 U.S.C. 137(c).

- d.* Managing and supporting the Army Resource Board process and overall management of the PPBES and the Quarterly Army Performance Review for the Secretary of the Army.

- e.* Approving the establishment of and providing management oversight for the operations of any financial management or asset management system within the DA.

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f. Establishing DA finance and accounting policies, practices, and procedures in coordination with Defense Finance and Accounting Service. Coordinating and overseeing finance and accounting policy related to Army classified programs. Implementing plans to review and oversee the tactical finance and accounting network.

g. Maintaining a 5-year plan describing DA's proposed activities to improve financial management.

h. Overseeing implementation of the Chief Financial Officers Act and related financial management legislation.

i. Preparing Statutory Independent Cost Estimates and Component Cost Analyses for weapon and information systems. Overseeing and providing technical guidance in the performance of commercial activity and outsourcing studies. Developing and maintaining cost data bases and cost factors for installation base operations in support of the PPBES processes. Developing and maintaining operating tempo cost factors and associated data bases in support of the PPBES processes. Developing cost estimates for operations and/or deployment options for various sized units. Providing expert and technical guidance to the Army Cost Review Board in the development of the Army Cost Position on all major acquisition programs.

j. Serving as a focal point for oversight, planning, systems integration, and standardization of financial management information systems.

k. Overseeing the financial aspects of security assistance programs.

l. Establishing policy and directing the DA Internal Review and Audit Compliance; the Internal Management Control; and the Fraud, Waste, and Abuse Programs.

m. Overseeing productivity and management improvement initiatives.

n. Conducting independent reviews of financial management operations and introducing improved financial management practices.

o. Serving as the DA focal point for the General Accounting Office and DOD Inspector General (DOD IG) for policy matters involving Army Internal Review; Internal Management Control; and Fraud, Waste, and Abuse Programs.

p. Providing policy and oversight for military and civilian comptroller career program development matters.

q. Maintaining liaison between the DA and Congressional Appropriations Committees, except for civil works issues.

r. Designating a senior military official to serve as the Army member on the Board of Directors of the Army and Air Force Exchange Service.

s. Transmitting to the Secretary of the Army a report each year on the activities of the Assistant Secretary, including a description and analysis of the status of the DA financial management during the preceding year.

8. Assistant Secretary of the Army (Installations and Environment). The ASA(I&E) has the principal responsibility for all DA matters related to the installations, environment, safety, and occupational health. Among the ASA(I&E)'s responsibilities are—

a. Providing policy, programming, and oversight of installation and housing programs for Active Army and Reserve components including the following:

(1) Facilities design, construction, maintenance, physical security, and repair of buildings and utilities.

(2) Real property acquisition, management, disposal, condemnations, exchanges, public domain withdrawals, out-leasing, and real property donations to the Army.

(3) Installation management improvement, privatization, energy management, and homeowners assistance.

(4) Base closures, realignments, stationing, planning and utilization, reuse, and economic adjustment programs.

b. Developing overseas military construction agreements in support of U.S. military forces overseas, in coordination with the DUSA(IA), including overseas military construction, environmental, and engineering services in support of U.S. military forces and other DOD-sponsored initiatives.

c. Providing policy, programming, and oversight of the environmental, safety, and occupational health programs including:

(1) Protection of air, water and training lands as well as pollution prevention, compliance, cleanup of all Army properties, natural and cultural resources management, and historic properties.

(2) HQDA treaty compliance review and chemical stockpile emergency preparedness.

(3) Policy and oversight of the environment, safety, and occupational health aspects of the Chemical Demilitarization Program.

(4) Developing environmental and occupational health policies and standards for the Army explosives, biological defense research, and chemical agent programs.

9. Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(MRA)) has the principal responsibility for setting the strategic direction and providing for the overall supervision of manpower, personnel, and Reserve component affairs of the DA. Among the ASA(MRA)'s responsibilities are—

a. DA organization and force structure.

b. Readiness and mobilization.

c. National Guard and Army Reserve policy.

d. Direction to the Army Reserve Forces Policy Committee.

e. Civil-Military cooperative programs, including Junior Reserve Officer Training Corps.

f. Training and education, in coordination with the DUSA(IA), including international training and educational matters.

g. Recruiting, and recruiting advertising and marketing.

h. Military compensation and entitlements.

i. Morale, welfare, recreation, nonappropriated fund activities and contracts, including family advocacy, family and community support, and well-being quality of life issues.

j. Equal employment opportunity and affirmative action.

k. Policy involving foreign nationals.

l. DA Review Boards, including the Army Board for Correction of Military Records, the Military Review Boards, and the Army Clemency and Parole Board.

m. Personnel security, corrections, and discipline.

n. Law enforcement and military justice matters in coordination with the Army GC.

o. Chaplaincy programs.

p. Army exchange and commissary matters.

q. Military manpower, equal opportunity, sexual harassment, and personnel policy and management for Active and Reserve Components.

r. Direct supervision of civilian manpower and personnel policy, management, and related functions including:

(1) Policy and oversight for the civilian workforce (Appropriated and Nonappropriated Fund, and Senior Executive Service) including civilian accession programs, employment, compensation, benefits, employee development and training, employee and labor relations, and awards.

(2) Administration of the civilian personnel program through regional centers, including merit promotion, pay setting, classification, training, and OPF maintenance.

(3) Civilian career management policy, civilian leader development, and the Army Civilian Training, Education and Development System.

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- s.* In coordination with the ASA(FM&C), linking manpower requirements, authorizations, and civilian compensation.
- t.* MANPRINT Program.
- u.* Health Affairs.
- v.* Oversight of military burial honors; casualty, mortuary, and memorial affairs including memorialization; and prisoner of war/missing in action (POW/MIA) policy.
- w.* Formulation and oversight of internment/inurnment policy at Arlington National Cemetery.
- x.* Policy oversight of the Soldiers' and Airmen's Home.
- y.* Congressional Fellowship Program.
- z.* Army Gift Program and Army History Programs.

10. General Counsel. The GC is the legal counsel to the Secretary and the chief legal officer of the DA. The GC's responsibility extends to any subject of law and to other matters as directed by the Secretary. Among the GC's responsibilities are—

- a.* Serving as counsel for the DA and as counsel to the Secretary and other Secretariat officials.
- b.* Coordinating legal and policy advice to all other members of HQDA.
- c.* Determining the DA position on any legal question or procedure.
- d.* Providing acquisition legal advice to the Army Acquisition Executive and Army legal representation on the Defense Acquisition Regulatory Council.
- e.* Providing final Army legal clearance on all legislative proposals and comments thereon of interest to the DA.
- f.* Preparing the annual legal basis for appropriations and the annual appropriation language sheets for each DA appropriation.
- g.* Administering DA legal services.
- h.* Providing technical supervision over and professional guidance to all DA attorneys and legal offices.
- i.* Providing professional guidance and general oversight with respect to representation of the DA and protection of its interests in litigation and in all other legal proceedings.
- j.* Overseeing compliance with the Freedom of Information Act and the Privacy Act within the DA, including any action on behalf of the Secretary on appeals from denials of information and ensuring proper resolution of issues involving access to information in Army records.
- k.* Serving as the designated Agency Ethics Official for the DA.
- l.* Exercising the Secretary's oversight of intelligence activities and monitoring sensitive Army intelligence and criminal investigative activities for legality and propriety.
- m.* Serving as point of contact for legal matters between the DA and the Office of the General Counsel, DOD, and the general counsel offices of the other Services and other Federal agencies.
- n.* Serving as point of contact between the DA and the Special Counsel of the Merit System Protection Board and overseeing DA compliance with Special Counsel requests for investigation.
- o.* Taking final action on claims filed against the Army under the Military and National Guard Claims Act, the Foreign Claims Act, and the Maritime Claims Act.

11. Administrative Assistant. The Administrative Assistant (AA), the senior career official, is the principal civilian advisor to the Secretary with respect to administrative matters within the DA. Among the AA's responsibilities are—

- a.* Overseeing of the administration function for the DA.
- b.* Developing command policies and ensuring the efficient administration, management, and organization of HQDA and its staff support and field operating agencies.

- c.* Maintaining custody of all records, books, and papers of the DA.
- d.* Providing administrative continuity in the Army Secretariat during normal changes and serving as primary Army point of contact for transition between Administrations.
- e.* Authenticating all departmental publications and administering the DA publishing program.
- f.* Developing policy for fund-raising, in coordination with GC, and for publishing within DA.
- g.* Administering the DA Committee Management Program and serving as the DA point of contact for the Federal Executive Boards.
- h.* Administering the DOD Passport and Passport Agent Program.
- i.* Providing oversight and direction of specified installation-level base operations support services to HQDA and its staff support and field operating agencies, and to designated agencies and activities of the DOD, including its military departments.
- j.* Supervising the activities of DA-resourced administrative service elements that support DOD components in the National Capital Region.
- k.* Providing staff coordination between Army Secretariat and Army Staff organizations.
- l.* Serving as the focal point for Army responses to correspondence from the White House, DOD, and other Federal agencies.
- m.* Serving as the Initial Denial Authority on requests under the Freedom of Information Act for HQDA, except where otherwise delegated, and serving as the Access and Amendment Refusal Authority with regard to requests under the Privacy Act for records of the Secretariat and its serviced activities.
- n.* Providing Continuity of Operations Planning for the Army Secretariat.
- o.* Exercising oversight over the Secretary of the Army's policy for travel by DA officials.
- p.* Providing oversight of the Army's correspondence, and matters involving heraldry and military history.
- q.* Serving as a member of DOD Concessions Committee, the Army Civilian Welfare Fund Board of Directors, Pentagon Renovation Oversight Group, and such other joint, interagency, or departmental committees as directed.

12. Director of Information Systems for Command, Control, Communications, and Computers. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) is responsible for the command, control, communications and information management/information technology (IT) function for the DA. Among the responsibilities of the DISC4 are—

- a.* Serving as Chief Information Officer (CIO) for the Army.
- b.* Serving as military deputy to the Army Acquisition Executive for acquisition of command, control, communications systems, and IT systems with responsibility for the research, development, and acquisition of these systems.
- c.* Developing policy and guidance on information management and IT (including automation, telecommunications, visual information, and related activities and programs) throughout the DA.
- d.* Overseeing the Army's records management program and the Freedom of Information and Privacy Act Programs.
- e.* Integrating the budget, program management, and acquisition decisions affecting ITs to promote Army efficiency and productivity in all of its activities.
- f.* Developing the IT management strategic planning perspective to the Army strategic planning process.
- g.* Providing CIO validation of requirements for warfighting, base operations, and administrative and other mission-related processes associated with an IT impact.

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h. Providing CIO assessment of adherence to requirements for National Security Systems and Information Technology Systems as defined in the Clinger-Cohen Act (CCA).

i. Providing CIO certification of CCA compliance for all major automated information systems.

j. Serving as functional proponent for the business/functional process improvement program with a C4/IT impact.

k. Developing and implementing IT performance measurements.

l. Establishing and implementing Army-wide IT architecture.

m. Developing and providing oversight for the Army Information Assurance Program.

n. Serving as the DOD lead to consolidate and coordinate all biometrics activities.

o. Serving as the functional chief for the Information Technology Management Career Program.

p. Providing oversight of joint military satellite communications programs and projects.

q. Serving as the single focal point for all electronic commerce activities within the DA and managing and executing the Army Electronic Commerce Program.

r. Providing oversight for the Army Spectrum Management Program.

s. Serving as the single focal point for all smart card activities within the DA and managing and executing the Army's Smart Card Program.

t. Developing and implementing the Army Knowledge Management Program.

13. The Inspector General. The Inspector General is responsible for the inspector general function for the DA. Among TIG's responsibilities are—

a. Managing the DA inspector general inspection, nuclear and chemical surety, records access and release, assistance, investigation, and inspector general training programs.

b. Providing the Secretary and Chief of Staff with a continuing assessment of command, operational, logistical, and administrative effectiveness of the DA.

c. Conducting inspections and investigations as directed by the Secretary, Under Secretary, Chief of Staff, and Vice Chief of Staff; and recommending additional inspections and investigations as appropriate.

d. Providing independent oversight of all Army intelligence activities in coordination with the GC.

e. Serving as the DA focal point for Department of Defense Inspector General (DOD IG) inspections and non-criminal investigations, and DOD inspection policy.

14. The Auditor General. The Auditor General is responsible for all audit matters within the DA and is responsible to the Secretary of the Army for the operational performance of the U.S. Army Audit Agency. The Auditor General also is responsive to the Chief of Staff, Army for audit service. Among the responsibilities of the Auditor General are—

a. Establishing DA audit policies.

b. Providing internal audit services for all levels and functions throughout the DA.

c. Approving contracts for all internal audits.

d. Implementing, within the DA, audit standards established by the Comptroller General of the United States.

e. Consulting with and assisting top managers in the Office of the Secretary of the Army, the Army Staff, and major commands on appropriate audit matters.

f. Coordinating all audit matters with the General Accounting Office, Office of the Secretary of Defense, DOD IG, and heads of the Navy and Air Force audit activities; and providing audit resolution and follow-up.

g. Conducting periodic evaluations of the effectiveness of Army Internal Review.

h. Providing technical audit training for Internal Review auditors in coordination with the ASA(FM&C)

i. Serving as the Army follow-up official to manage and oversee the effective execution of the Army audit follow-up program, including the establishment of follow-up focal points, and to assist the follow-up activities of DOD IG audit announcements, reports, and policy matters concerning audit follow-up.

15. Chief of Legislative Liaison. The CLL is directly responsible to the Secretary of the Army and responsive to the Office of the Chief of Staff, when required, for the legislative affairs function for the DA. Among the CLL's responsibilities are—

a. Serving as sole directive agent for congressional affairs policies and programs concerning the DA.

b. Providing liaison between the DA and committees of Congress, except with regard to appropriations, civil works, and printing, which will be accomplished by the ASA(FM&C), ASA(CW), and AA, respectively.

c. Serving as the sole point of contact for the DA with Members of Congress, their staff, and relevant committees, except as noted in paragraph 15*b* above.

d. Providing advice on the status of congressional affairs affecting the DA, and on legislative aspects of Army policies, plans, and programs.

e. Serving as the primary point of contact on all legislative initiatives and reviewing, coordinating and forwarding Army position on all legislation.

f. Serving as the primary point of contact for all congressional correspondence.

g. Serving as the primary point of contact for legislative matters between the DA and the Office of the Assistant Secretary of Defense (Legislative Affairs), and the legislative liaison offices of the Joint Chiefs of Staff, other Services, and Federal agencies.

h. Coordinating, monitoring and reporting the status of ongoing congressional investigations into DA activities.

i. Coordinating the attendance of witnesses for testimony before committees of Congress. This includes preparing witnesses for testimony and clearance of proposed written testimony with the Office of Management and Budget.

j. Reviewing all Information for Members of Congress (IMCs) before they are forwarded to the Secretary of the Army for final approval and delivering all IMCs to Members and their staffs.

16. Chief of Public Affairs. The CPA is directly responsible to the Secretary of the Army and responsive to the Office of the Chief of Staff, and fulfills the Army's obligation to keep the American people and the Army informed. The CPA helps to establish the conditions that lead to confidence in America's Army and its readiness to conduct operations in peacetime, conflict and war. Among the CPA's responsibilities are—

a. Preparing, coordinating, and monitoring the public affairs (PA) plans, strategies, policies and other programs for informing internal and external publics, community relations programs, assisting reporters and facilitating the media's acquisition of Army information. Providing training for preparation of senior Army officials for interviews by reporters, and managing the Army's Public Information Security Review Program.

b. Executing the DA information strategies for communication with internal and external publics and audiences through print, video and audio products, and services across the full spectrum of distribution systems (for example, television, newspapers, and worldwide web).

c. Conducting PA operations and PA aspects of joint and Army information operations in war, stability operations, support operations, and homeland defense.

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d. Approving requests to use the Army's official public demonstration teams, that is, the Golden Knights, as well as receiving and processing requests for aerial flight demonstration teams, fly overs, static displays, Army Field Band participation and Army participation in nationally televised sporting events, exhibits, and displays both nationally and internationally.

e. Developing/preparing Army PA doctrine, training, leader development, organization, materiel, and procedures. Maintaining a professional and highly skilled military and civilian PA force throughout the Army to conduct mass communication across the full spectrum of audience and technical requirements.

17. Director, Small and Disadvantaged Business Utilization. The Director, Small and Disadvantaged Business Utilization, is responsible for developing policies for implementation of programs designed to assist small businesses, including small disadvantaged businesses, women-owned small businesses, service disabled veteran-owned businesses, businesses located in historically underutilized business zones and historically black colleges, universities and minority institutions as set forth in sections 8 and 15 of the Small Business Act, as amended, and other pertinent laws, directives, regulations and executive orders. Among the Director's responsibilities are—

a. Developing systematic procedures in coordination with the ASA(ALT) to ensure the effective execution of the Small Business Program.

b. Providing guidance and management on the Historically Black Colleges and Universities and Minority Institutions Program.

c. Ruling on all appeals from the Small Business Administration.

d. Submitting proposed Certificates of Competency appeals to the Administrator of the Small Business Administration.

18. Delegation. Authority to perform the functions necessary to carry out the responsibilities described in this general order is delegated consistent with the following provisions—

a. The duties of the Under Secretary are not delegable to any other official. In the absence of the Under Secretary, these responsibilities will be retained by the Secretary or assumed by the Acting Secretary.

b. In the event of the principal official's temporary absence or disability, the next senior official present for duty within the office shall act for and perform the principal official's duties. Among subordinate officials in equal or equivalent positions, the principal official may specify which is considered senior. For civilian positions requiring Senate confirmation, the acting official must be a civilian official.

c. If the principal official's position becomes vacant, the next senior official present for duty shall perform the duties of the position until a successor is appointed, except as provided below.

(1) For any civilian position requiring Senate confirmation—

(a) When it appears that the position will be vacant for more than 120 days, the GC shall be consulted about the authority of the senior official to continue to perform statutory functions which may not be delegated below the Assistant Secretary level.

(b) Except as provided for by law, a military officer may not assume the duties of such a civilian position.

(c) The Secretary of the Army, acting for the President, may designate the Under Secretary, an Assistant Secretary, or the GC to perform such duties.

(2) For other positions, the Secretary of the Army may designate any competent Army official to perform such duties.

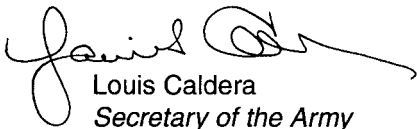
19. **Authority retained.** The Secretary retains—

- a. Final oversight responsibility for intelligence and counterintelligence.
- b. Direct responsibility for the administration and oversight of the District of Columbia National Guard.
- c. All inherent and express authority based on laws, executive orders, directives, and regulations, whether or not such authority is delegated here or elsewhere.

20. **Hierarchy.** Officers and officials of the DA shall report to the officials designated by this general order on those matters that fall within their respective areas of responsibilities.

21. **Rescissions.** Department of the Army General Order 10, 12 August 1997, is hereby rescinded.

[SAAA-PP]



Louis Caldera
Secretary of the Army

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